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TO RUENAAA/SECNAV WASHINGTON DC//AAUSN//
UNCLAS //N07000//
MSGID/GENADMIN/CNO WASH DC/N41//
SUBJ/DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)//
REF/A/MSG/CNO MSG 051950Z/AUG 99//
REF/B/MSG/CNO MSG 231400Z/NOV 99//
REF/C/MSG/CNO MSG 182001Z/APR 99//
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REF/D/MSG/CNO MSG 101224Z/MAY 00//
REF/E/DOD DIRECTIVE 7950.1//
REF/F/SECNAVINST 5238.1C //
REF A PROVIDED DPAS BACKGROUND AND PROMULGATED THE NAVY STRATEGY IN
IMPLEMENTING DPAS. REF B OUTLINED MAJOR CLAIMANT RESPONSIBILITIES
AND REPORTING REQUIREMENTS. REF C EMPHASIZED CRITICAL MILESTONES
MUST BE ACCOMPLISHED ON TIME (E.G. WALL-TO-WALL INVENTORIES, OPLOC
RECONCILIATIONS, FIREWALL DETERMINATIONS). REF D PROVIDED AMPLIFYING
INFORMATION ON PILFERABLE ASSETS AND NATIONAL DEFENSE EQUIPMENT. REF
E IS A DOD DIRECTIVE WHICH REQUIRES RECORDING OF ADP INVENTORY. REF
F ESTABLISHES POLICIES AND PROCEDURES FOR COMPUTER RESOURCES
MANAGEMENT.//
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RMKS/1. THIS MSG IS THE FIFTH IN A SERIES OF CONTINUING DPAS UPDATES
TO PROVIDE INFORMATION AND STATUS TO MAJOR COMMANDS CONCERNING THE
IMPLEMENTATION OF DPAS WITHIN THE U.S. NAVY. REFS A THROUGH D
APPLY. THIS MSG SHOULD BE READDRESSSED TO ALL LOWER ECHELON COMMANDS
AND WIDELY DISTRIBUTED TO ALL PERSONNEL WITHIN MAJOR CLAIMANT
STAFFS IN LOGISTICS, COMPTROLLER AND INFO TECHNOLOGY (N6) FUNCTIONS
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WHO HAVE COGNIZANCE/DUTIES INVOLVING FINANCIAL REPORTING,
ACCOUNTABILITY, AND SYSTEMS MANAGEMENT OF PERSONAL PROPERTY (CAPITAL
AND MINOR PROPERTY).
2. WORK BREAKDOWN STRUCTURE (WBS). DURING THE INITIAL SITE VISIT BY
DPAS PERSONNEL, THE SITE WILL BE PROVIDED WITH A WBS WHICH DEFINES
KEY MILESTONES AND DUE DATES. SITES ARE REQUIRED TO ADHERE TO THIS
SCHEDULE.
3.DATAMAPPING.DURING THEIR INITIAL SITE VISIT, DPAS PERSONNEL
DATAMAP THE EXISTING PROPERTY SYSTEM. THIS IS A CRITICAL STEP IN THE
CONVERSION PROCESS. BETWEEN THE TIME THE DATA IS MAPPED AND THE
SITE'S FINAL DATA FILE IS PROVIDED TO DPAS FOR CONVERSION, THE DATA
FILE STRUCTURE CANNOT CHANGE. DATA CAN BE UPDATED, BUT THE FORMAT,
SIZE, ARRANGEMENT AND NUMBER OF DATA FIELDS CANNOT BE ALTERED.
4. DATA CONVERSION PROCESS/ERROR REPORTS. APPROXIMATELY 30 DAYS
BEFORE DPAS'S INITIAL VISIT, EACH ACTIVITY IS REQUIRED TO FORWARD TO
DPAS AN ELECTRONIC COPY OF ITS CURRENT PERSONAL PROPERTY DATA
FILE(S). DPAS WILL RUN A PROGRAM AGAINST THAT FILE TO MATCH ASSETS TO
STOCK NUMBERS FROM THE NAVY STANDARD CATALOG. THE PROGRAM WILL ALSO
IDENTIFY ITEMS (1) FOR WHICH NO STOCK NUMBER MATCH COULD BE MADE, (2)
MISSING SERIAL NUMBERS, AND (3) DUPLICATE SERIAL NUMBERS (BASED ON
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STOCK NUMBER/SERIAL NUMBER COMBINATION). DURING ITS FIRST SITE
VISIT, DPAS WILL PROVIDE THREE TEXT FILES, ONE EXCEL SPREADSHEET AND

A COPY OF THE NAVY STANDARD CATALOG. WITHIN THE NEXT FOUR WEEKS, THE SITE IS EXPECTED TO CORRECT THE SERIAL NUMBER INFORMATION IN ITS PROPERTY FILES AND ADD TO THE EXCEL SPREADSHEET STOCK NUMBERS FROM THE NAVY STANDARD CATALOG (FOR ITEMS FOR WHICH AN AUTOMATED MATCH WAS NOT POSSIBLE). THIS SPREADSHEET AND A FINAL PROPERTY DATA FILE THAT IS ACCURATE, UP-TO-DATE AND REFLECTS ANY INVENTORY ADJUSTMENTS RESULTING FROM THE RECENT INVENTORY SHOULD BE SENT ELECTRONICALLY TO DPAS. WITHIN 3-5 DAYS, THE SITE SHOULD RECEIVE ANOTHER SET OF ERROR REPORTS FROM DPAS ELECTRONICALLY. (IF THIS DOES NOT HAPPEN, SITES SHOULD NOTIFY THEIR DPAS IMPLEMENTOR IMMEDIATELY). AGAIN, THE PROPERTY DATA FILE SHOULD BE CORRECTED/UPDATED BASED ON THE INFORMATION PROVIDED AND RETURNED TO DPAS NLT TWO WEEKS BEFORE SCHEDULED DPAS TRAINING AND DATA CONVERSION. NORMALLY, THIS CONCLUDES THE PROCESS. HOWEVER, IT MAY BE REPEATED AGAIN IF THE DATA CLEAN-UP WAS NOT THOROUGH ENOUGH. NOTE: ERROR REPORT CLEAN-UP TAKES CONSIDERABLE TIME DEPENDING ON THE NUMBER OF ASSETS IN THE DATABASE. MOST ACTIVITIES UNDERESTIMATE THE AMOUNT OF TIME REQUIRED. MAJOR CLAIMANTS ARE URGED TO MONITOR THE PROCESS TO ENSURE SITES SUBMIT THEIR FINAL FILES, WHICH SHOULD

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REFLECT ALL CORRECTIONS FROM THE ERROR REPORTS RECEIVED FROM DPAS, AT LEAST 14 DAYS BEFORE CONVERSION.

5. STOCK NUMBERS AND NAVY STANDARD CATALOG. EACH ASSET RECORDED IN DPAS MUST HAVE A STOCK NUMBER ASSIGNED FROM THE "NAVY STANDARD CATALOG." THIS CATALOG INCLUDES NATIONAL STOCK NUMBERS FOR STANDARD STOCK ITEMS AND SPECIAL NUMBERS FOR NON-STANDARD STOCK ITEMS. ONLY THE STOCK NUMBERS LISTED IN THE NAVY'S STANDARD CATALOG MAY BE USED. A COPY OF THIS CATALOG IS PROVIDED TO SITES BY THE DPAS TEAM DURING ITS INITIAL SITE VISIT. THE PROCESS OF ASSIGNING CATALOG NUMBERS AND REQUESTING NEW NUMBERS FROM THE NAVY SUPPORT TEAM FOR ITEMS NOT LISTED IN THE CATALOG CAN BE TIME CONSUMING. SITES ARE REQUESTED TO PLAN AND RESOURCE ACCORDINGLY.

6. ADP ASSET REPORTING. REFS E AND F MANDATE ADP ASSETS MUST BE REPORTED IAW THE DEFENSE AUTOMATION RESOURCES MANAGEMENT PROGRAM (DARMP). DARMP IS MANAGED BY THE DEFENSE INFORMATION SYSTEMS AGENCY (DISA) TO REPORT ADP INVENTORY, PROGRAM PERFORMANCE, REDISTRIBUTION AND REUTILIZATION INFORMATION. DATA IS REPORTED VIA THE DEFENSE INFORMATION TECHNOLOGY MANAGEMENT SYSTEM (DITMS), (FORMERLY AUTOMATION RESOURCES MANAGEMENT SYSTEM (ARMS), WHICH IS DOD'S REPOSITORY FOR ADP ASSET MANAGEMENT. DITMS IS NOT AN ACCOUNTABILITY OR FINANCIAL

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REPORTING SYSTEM. DPAS IS NAVY'S ASSET ACCOUNTABILITY AND FINANCIAL REPORTING SYSTEM FOR ALL ASSETS INCLUDING ADP. ADP ASSETS RECORDED IN DPAS CAN BE REPORTING TO DITMS VIA AN AUTOMATED INTERFACE. AT A MINIMUM, ACTIVITIES ARE REQUIRED TO ENTER INTO DPAS ALL ADP ASSETS THAT MEET OR EXCEED THE MINOR PROPERTY THRESHOLD (\$2500) PLUS LAPTOP COMPUTERS DUE TO THEIR PILFERABILITY. TO SIMPLIFY DITMS REPORTING, IT IS RECOMMENDED THAT ALL DITMS REPORTABLE ASSETS BE RECORDED IN DPAS AND REPORTED TO DITMS VIA THE DPAS/DITMS INTERFACE. HOWEVER, IF AN ACTIVITY CHOOSES TO MANAGE ITS ADP ASSETS IN AN ANOTHER SYSTEM, THAT ACTIVITY IS RESPONSIBLE FOR ENSURING THAT ALL DITMS REPORTABLE ASSETS ARE REPORTED TO DITMS AND THAT SYSTEM IS RECONCILED FREQUENTLY AND AT LEAST QUARTERLY WITH DPAS FOR THOSE ASSETS \$2,500 AND ABOVE.

7. POST IMPLEMENTATION CERTIFICATION. APPROXIMATELY 60 DAYS AFTER SITES HAVE CONVERTED TO DPAS, KPMG AUDITORS WILL PERFORM AN

ASSESSMENT TO DETERMINE THE SITE'S READINESS TO SUCCESSFULLY PASS A FINANCIAL AUDIT. SITES THAT ARE EVALUATED AS "AUDIT READY" WILL BE CERTIFIED. SITES THAT FAIL TO MEET READINESS CRITERIA BELOW WILL NOT BE CERTIFIED AND WILL BE CLOSELY MONITORED UNTIL THEY FULLY COMPLY. MAJOR CLAIMANTS WILL BE PROVIDED POST IMPLEMENTATION REVIEW RESULTS AND ASKED TO ENSURE COMPLIANCE WITHIN PRESCRIBED DEADLINES. SITE CERTIFICATION STATUS WILL BE BRIEFED TO ASN(FMC), OPNAV (N41), NAVAL AUDIT, DOD IG AND GAO. CERTIFICATION CRITERIA ARE:

- WALL-TO-WALL INVENTORY CONDUCTED AND RESULTS RECONCILED
- CAPITAL ASSET INFORMATION RECONCILED WITH OPLOC; OPLOC NO LONGER PERFORMING FINANCIAL REPORTING FOR SITE

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- DPAS FULLY EMPLOYED; PREVIOUS LEGACY SYSTEM NO LONGER IN USE
- ERROR REPORTS CLEANED UP
- DATA IN SYSTEM VALID AND SUBSTANTIATED BY DOCUMENTATION
- CAPITAL ASSETS RECORDED PROPERLY AND DEPRECIATION ACTIVATED
- FULL UNDERSTANDING AND IMPLEMENTATION OF PERSONAL PROPERTY PROPERTY POLICY AND PROCEDURES

8. NAVY IS COMMITTED TO SUPPORTING OSD'S GOAL OF ACHIEVING AN UNQUALIFIED OPINION ON ITS FINANCIAL STATEMENTS. YOUR LEADERSHIP IS NECESSARY FOR NAVY AND OSD TO MEET THIS COMMITMENT. REQUEST YOUR FULL SUPPORT.

9. RELEASED BY RADM KELLER.//

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